

## **Industrial Training Report Format**

1. Cover Page
2. Inner Pages
  - a) Certificate by Company/Industry/Institute
  - b) Declaration by student
  - c) Acknowledgement
3. About Company/Industry/Institute
4. Table of Contents
5. List of Tables
6. List of Figures
7. Abbreviations and Nomenclature (If any)
8. Chapters
  - 1 Introduction
  - 2 Tools & Technology Used
  - 3 Snapshots
  4. Results and Discussions
  5. Conclusions and Future Scope
9. References
10. Data Sheet (If any)
11. Appendices ( If any)

### **INSTRUCTIONS FOR TRAINING REPORT**

1. A chapter may be further divided into several divisions and sub-divisions depending on type & volume of work. This contains the text & related to hardware & software implementation.
2. The training report must be submitted in Spiral bound Copies duly signed by the HOD. Students should also submit the soft copy on CD in PDF and word format also.
3. The length of the training report may be about 30 to 45 page.
4. The training report shall be computer typed (English- British, Font - Times Roman, Size-12 point) and printed on A4 size paper.

5. The training report shall be typed with 1.5 line spacing with a margin 3.5 cm on the left, 2.5 cm on the top, and 1.25 cm on the right and at bottom. Every page in the report must be numbered. The page numbering, starting from acknowledgements and till the beginning of the introductory chapter, should be printed in small Roman numbers, i.e, i, ii, iii, iv..... The page number of the first page of each chapter should not be printed (but must be accounted for). All page numbers from the second page of each chapter should be printed using Arabic numerals, i.e.1,2,3,4,5... All printed page numbers should be located at the bottom centre of the page.
6. In the training report, the title page should be given first and printed in black letters.
7. **The table of contents** should list all headings and sub-headings. The title page and certificates will not find a place among the items listed in the Table of Contents. One and a half line spacing should be adopted for typing the matter under this head.
8. **The list of tables** should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head.
9. **The list of figures** should use exactly the same captions as they appear below the figures in the text. One and a half spacing should be adopted for typing the matter under this head.
10. The list of symbols, abbreviation & nomenclature should be typed with one and a half line spacing. Standard symbols, abbreviation etc should be used.
11. Subject matter must be typed on single side of the page.

12. All the pages must be numbered properly.

# **INDUSTRIAL TRAINING REPORT**

(Times New Roman, 24 pt. Bold)

## **TITLE OF THE PROJECT**

(Times New Roman, 16 pt. Bold)

Submitted in partial fulfillment of the

Requirements for the award of

**Degree of Bachelor of Technology in Computer Science Engineering**



Submitted By (14 size)

Name: \_\_\_\_\_

University Roll No. \_\_\_\_\_

(Times New Roman, 14 pt. Bold)

### **SUBMITTED TO:**

**Department of Computer Science & Engineering (16 size)**  
**ISLAMIC UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**1, University Avenue Awantipora (J&K)**

## **DECLARATION (16 Times New Roman)**

I hereby declare that the Industrial Training Report entitled ("Title of the industrial training report") is an authentic record of my own work as requirements of 6-weeks Industrial Training during the period from \_\_\_\_\_ to \_\_\_\_\_ for the award of degree of B.Tech. (Computer Science & Engineering), Islamic University of Science and Technology, under the guidance of (Name of Project Guide).

**(12 size)**

**(Signature of student)**  
**(Name of Student)**  
**(University Roll No.)**

**Date:** \_\_\_\_\_

Certified that the above statement made by the student is correct to the best of our knowledge and belief.

### **Signatures**

**Examined by:**

1.

2.

3.

4.

**Head of Department**  
**(Signature and Seal)**

## **CERTIFICATE**

(16 Times New Roman, bold)

This is to certify that Mr. / Ms. \_\_\_\_\_ has partially completed / completed / not completed the 6-weeks Industrial Training during the period from \_\_\_\_\_ to \_\_\_\_\_ in our Organization / Industry as a Partial Fulfillment of Degree of Bachelor of Technology in Computer Science Engineering. He / She was trained in the field of \_\_\_\_\_ .

**Signature & Seal of Training Manager**

**Note: This certificate must be typed on the company letter head.**

## **Chapter name**

(style=Title modify font=Times New Roman, size= 16, Bold)

### **Heading**

(style=heading 1, modify font=Times New Roman, size= 14, Bold)

#### Sub heading

(style=heading 2, modify font=Times New Roman, size= 14,)

#### **Sub-Sub heading**

(style=heading 2, modify font=Times New Roman, size= 12, Bold)

*Figure caption (at the bottom of figure )*

(style=Quote, modify font=Times New Roman, size= 12, Italic)

#### **Table Heading (at the top of table)**

(style=Emphasis, modify font=Times New Roman, size= 12, Bold)

## References

[1] Name of authors "Paper Title", Journal/ Conference Name , vol. No., Dated

[1] Name of authors "Book Title", Publication , Edition ,Dated